

# YOUTH SERVICES POLICY

<b>Title:</b> Safety and Emergency Management	<b>Type:</b> C. Field Operations
<b>Next Annual Review Date:</b> 08/19/2016	<b>Sub Type:</b> 2. Security
	<b>Number:</b> C.2.10
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<b>References:</b> ACA Standards 2-CO-3B-01 and 2-CO-3B-02 (Administration of Correctional Agencies); 4-JCF-1A-08, 4-JCF-1B-01, 4-JCF-1B-02, 4-JCF-1B-03, 4-JCF-1B-04, 4-JCF-1B-05, 4-JCF-1C-17, 4-JCF-2A-01, 4-JCF-2A-23, 4-JCF-2A-24, 4-JCF-2A-25, 4-JCF-4C-61 (Performance-Based Standards for Juvenile Correctional Facilities); YS Policies A.1.8 "Emergency Operations Plan", B.6.1 "Health Care", C.1.1 "Death of Youth in Custody, Autopsies and Burial Expense", C.2.1 "Escapes and Runaways, Apprehensions, Reporting", C.2.2 "Facility Riot, Significant Disturbance and Hostage Situation" and C.5.1 "Performance Data and Information"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> Mary L. Livers, Deputy Secretary	<b>Date of Approval:</b> 08/19/2013

## I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

## II. PURPOSE:

To establish uniform procedures for safety and emergency management.

## III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors, Regional Managers and Facility Directors.

## IV. DEFINITIONS:

**Unit Head** - Deputy Secretary, Regional Managers and Facility Directors.

**YS Central Office** - Offices of the Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors and their support staff.

**V. POLICY:**

It is the Deputy Secretary's policy that safety and emergency management policies and procedures be established in conformity with Accreditation Standards. Unit Heads shall be responsible for developing appropriate policy and procedures pertaining to the following:

- Fire control, inspections;
- Flammable, toxic and caustic material control;
- Key and tool control;
- Emergency power and communication procedures;
- Emergency evacuation plans to include transportation;
- Emergency repairs and replacement;
- Employee work stoppage;
- Escapes;
- Hostage situations;
- Medical emergencies
- Notification of death
- Specialized emergency situations (i.e., natural disasters); and
- Riot/disturbance plans

These plans shall be reviewed annually and updated as necessary.

**Previous Regulation/Policy Number:** C.2.10  
**Previous Effective Date:** 5/21/2009  
**Attachments/References:**